

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 67-92.B

Subject:

DATE: 09/06/83

Sunset Review:

ALCOHOLISM AND DRUG REHABILITATION
PROGRAM

1. PURPOSE. This directive formally establishes the Center's rehabilitation program for alcoholism and drug abuse. The purpose of the program is to help employees who are afflicted with these health problems and to obtain treatment for the employee so that adverse personnel actions will not be necessary.

3. REFERENCE.

- a. Federal Personnel Manual, Chapter 792, Subchapter 5
- b. Treasury Personnel Management Manual, Chapter 792
- c. Federal Personnel Manual, Chapter 732

4. DEFINITIONS.

a. Alcoholism. A chronic disease characterized by repeated excessive drinking of alcoholic beverages which interferes with the drinkers's health, interpersonal relations, or economic functioning.

b. Problem Drinker. From a management viewpoint, any person whose repeated or continued intake of alcohol frequently interferes with satisfactory job performance.

c. Drug Abuser. A person who takes a drug with known abuse potential, not for medical or health reasons, but for the purpose of achieving some physiological or physical effect which can often times lead to a harmful effect.

e. Sensitive Positions. Only those which are designated, under the Criteria set forth in Federal Personnel Manual Chapter 732, as critical-sensitive.

5. POLICY.

a. The Federal Law Enforcement Training Center recognizes alcoholism and drug abuse as treatable health problems. It also recognizes alcoholism and drug abuse as illnesses in which the employee's job performance may be impaired as a direct consequence of the abuse of alcohol or drugs.

b. When an employee's use of drugs or alcohol interferes with the efficient and safe performance of his or her assigned duties, reduces his or her dependability, or reflects discredit on the Center, FLETC management will take action in the form of :

(1) non-disciplinary procedures under which an employee with a drinking or drug problem is offered rehabilitative assistance; and

(2) failing response which results in acceptable work performance, invoking regular disciplinary procedures for dealing with problem employees.

c. The Center is not concerned with the employee's use of alcohol, EXCEPT as it may affect his or her job performance or the efficiency of the service. However, the FLETC does NOT condone employee drug activity which is contrary to law.

d. Employees having these illnesses (alcoholism and/or drug abuse) will receive the same careful consideration and offer of assistance that is presently extended to employees having any other illness or health problems.

e. Regarding alcoholism and drug abuse, when management has good reason to believe criminal conduct is directed towards or potentially harmful to, the person or property of others, management's first obligation is to those persons or properties, and then to the person involved.

6. VOLUNTARY REQUESTS FOR ASSISTANCE. Employees are assured that job security and promotion opportunities will not be jeopardized by their requests for counseling or referral assistance, except as limited by 20 U.S.C. 4561 and 21 U.S.C. 1180, relating to sensitive positions. They may seek counseling or information on an entirely confidential basis by contacting or information on an entirely confidential basis by contacting the Program Administrator (SEE Paragraph 10). Employees who suspect that they may have an alcohol or drug problem, even in the early stages, are strongly encouraged to seek diagnosis and, when indicated, follow through with prescribed treatment.

7. CONFIDENTIALITY. Employees are assured that the confidential nature of information assembled on alcohol and/or drug patients will be safe guarded. "Patients"

have a right of access to alcoholism/drug information concerning them maintained by persons engaged in counseling or some other alcohol or drug abuse prevention function. As a further safeguard, information on alcohol and/or drug abuse will be kept in a separate file from standard medical information that is compiled on all Center personnel. As a protection mechanism for the confidential nature of information disclosed or released, the Law requires prior written consent by the patient for the disclosure of information, except as indicated in Section 122(a) and 303(a) of Public Law 93-282. Form FTC-PMD-50 (7/83), Consent for Release of Patient Information, (attachment 1), and Form FTC-PMD-51 (7/28), Release of Patient Information, (attachment 2), are forms that must be used for the disclosure of confidential information.

8. RELATIONSHIP TO DISCIPLINARY ACTIONS. The alcohol and drug rehabilitation program will be executed as a NONDISCIPLINARY procedure aimed at rehabilitation of employees who suffer from these illnesses. However, employees suffering from these illnesses will not be shielded by tolerating poor performance. Consequently, failure on the part of the employee to accept the assistance offered through the program, or failure to otherwise correct performance, will be dealt with by the supervisor through established disciplinary procedures. Disciplinary penalties, including suspensions and dismissals from the service, will be determined on an individual basis, dependent upon the circumstances involved.

9. LABOR SUPPORT AND COOPERATION. The support of AFGE Local 2002 is actively sought. Union officers and stewards who represent the employee concerning working conditions and personnel policy will aid in creating employee confidence in management's policy. The Union Vice-President and the Area Steward, together with the immediate supervisor, will strive toward a mutual objective of motivating an employee with an apparent problem to accept confidential counseling provided by employee that he/she will receive extended maximum assistance toward rehabilitation.

10. PROGRAM.

a. Program Administrator. The FLETC Federal Medical Officer will be charged with the overall responsibility of the Center's Alcohol and Drug Rehabilitation Program. He will arrange for appropriate diagnostic consultations for employees when necessary, and will be liaison between employees and sources of rehabilitative assistance in the community. Management will confer with him concerning the program and will refer employees to him for all arrangements under the program. The Medical Officer will keep the appropriate management official informed of the progress made in cases referred to him under the program.

b. Program Coordinator. The Personnel Officer will be responsible for continuing coordination and assessment of program activities. Included in those activities will be educational and informational aspects of the program, the coordination of the orientation and training of supervisors with program roles, evaluating the program and reporting on results and effectiveness.

c. Role of the supervisor. The Supervisor plays a critical role in making the program effective. When employees fail to fulfill expectations of job performance and behavior, supervisors have both the right and duty to confront them with the deficiencies and to provide them with opportunities to correct the problems. The supervisor is responsible for determining what constitutes satisfactory work performance and for identifying aspects of job performance that are not being satisfactorily met. The supervisor discusses aspect of below standard performance with the employee and advises of availability of counseling assistance if the cause of poor performance stems from any personal or health problem. When alcohol or drug problems are underlying factors in poor performance, timely intervention may lead to early, even lifesaving identification and treatment of the health problem. The supervisor will inform the appropriate Assistant Director about those cases that appear to be developing a trend so that they, in turn, can consult with the Program Administrator and/or Program Coordinator as to the appropriateness for referral of the employee for assistance under the program. **THE SUPERVISOR DOES NOT DIAGNOSE ALCOHOL OR DRUG ABUSE PROBLEMS; THAT IS A DECISION FOR THE PROGRAM ADMINISTRATOR.** Supervisors should not discuss the possibility of a drug or alcohol problem with an employee, except:

(1) When an employee does not appear to be in full control of his or her faculties;

(2) When an employee is apparently involved in illegal activities related to drugs.

11. USE OF LEAVE. Employees who decide to undergo a prescribed program of treatment which will require absence from work will be granted leave (sick, annual, or without pay) for this purpose.

12. OFFICE OF PRIMARY INTEREST. Personnel Division, Office of Resource Management.

Charles F. Rinkevich
Director

Attachments available from the Personnel Division